

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T- 330</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>Standard CE (CAT 1) Program Requirements ALS Training Funds</b>		
Regulatory Authority: <b>12VAC5-31-1570</b>		
Date of Issue: <b>March 1, 2005</b>	Effective Date: <b>July 1, 2005</b>	

- A. This funding is to support Category 1 CE conducted in each Planning District.
1. Funding shall be allocated by Planning District based upon the ALSTF program formula.
  2. Funding can only be used in the Planning District for which it is awarded.
    - a. Funding is on a first come, first served basis
    - b. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
    - c. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.
- B. Funding is made available to any not for profit organization. Non profit organizations include but are not limited to:
1. Community Colleges
  2. 501 c 3 organizations
  3. Governmental Organizations
  4. Individuals who are not considered for profit entities.
- C. Standard CE (CAT 1) Funding is for programs that:
1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
    - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
    - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
  2. The Contractor must:

- a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Standard CE Funding Contract with the “Course Approval Request Form”.
  - b. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
  - c. Submit an invoice that includes the course number, a signed Summary CE Roster(s), and CE cards (in the same order as the roster), tri-folded for payment by one of the following modes:
    - i. on the 20<sup>th</sup> day of each month when CE is taught; or
    - ii. quarterly where payment requests must be received by September 30, December 31, March 31, and June 15 during the fiscal year.
3. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending a “basic” course. Examples of Programs for which CE funds should not be used are:
- a. ST to E transition programs;
  - b. CT to I transition programs;
  - c. ACLS;
  - d. BTLS;
  - e. PHTLS;
  - f. PALS;
  - g. BTLS – Pediatric;
  - h. PPEP;
  - i. PPC;
  - j. ATLS;
  - k. NALS; and
  - l. APLS

D. Payment is processed upon:

1. Receipt of an invoice, CE scancards, and a Summary CE Roster as stated above in Section C, subsection 2. Funding is determined by OEMS based upon the ALSTF CE course funding formula.

- E. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.